| Corrections and Returns | ZHR_RPTPY151 |
|---|---|

## Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|---|---|---|
| 9/22/06 | Lesa Terry | Create |
| 12/21/2007 | Kelly Welsh | Updated user procedure to meet standards. Added note re: repeated account returns. |

State of Washington HRMS

**File name:**
CORRECTIONS_AND_RETURNS_
ZHR_RPTPY151.DOC
**Reference Number:**

**Version:** SME Approved Script
**Last Modified:** 12/21/2007 1:37:00 PM

SAP Parent
Page 1 / 5

## Purpose

Use this procedure to display the pre-note (for direct deposits) corrections and rejects the agency needs to correct on the employee record.

## Trigger

Perform this procedure on a daily, semi-weekly or other regular basis for any Notifications of Changes (NOC) or Returns that may have come from the Bank.  Failure to monitor this report may result in Automatic Deposits not being processed accurately.

## Prerequisites

Run this report daily.

| In order to perform this transaction you must be assigned the following roles: |
| --- |
| Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor |

## Transaction Code

**ZHR_RPTPY151**

| Date | Procedure Update Log |
| --- | --- |
| 12/21/2007 | Note added re: repeated account returns. |

## Helpful Hints

The pre-note process is executed when payroll is exited by DOP.  Any record that was *keyed* 10 days prior to payroll being exited will be effective for that payroll.  If the transaction was *keyed* less than 10 days prior to payroll being exited will be effective the following payroll.

State of Washington HRMS

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SAP Parent
Page 2 / 5
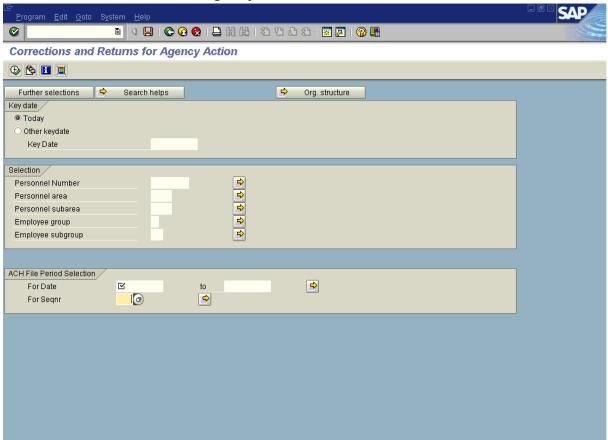
## Procedure

**1.** Start the transaction using the transaction code **ZHR_RPTPY151**.

## Corrections and Returns for Agency Action



**2.** Select a Key date.

**3.** Complete the following fields:

| Field Name | R/O/C | Description |
|---|---|---|
| Personnel Number | O | Enter employee personnel number or range of numbers to evaluate. |
| Personnel Area | R | A Specific agency/sub-agency in the State of Washington. **Example:** 1110 |
| Personnel Sub-Area | O | A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. |

State of Washington HRMS

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CORRECTIONS_AND_RETURNS_
ZHR_RPTPY151.DOC
**Reference Number:**

**Version:** SME Approved Script
**Last Modified:** 12/21/2007 1:37:00 PM

SAP Parent
Page 3 / 5
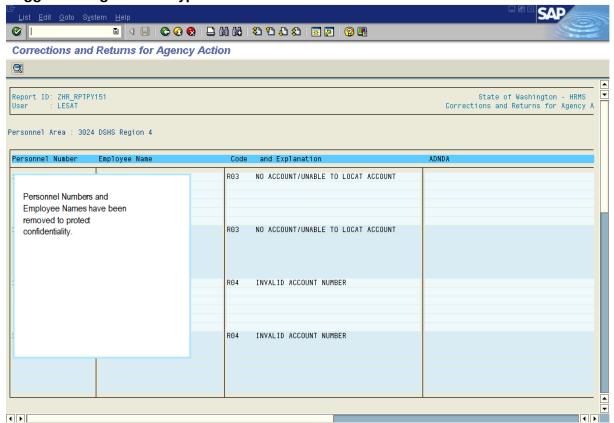
**4.** Enter ACH File Period Selection:

| Field Name | R/O/C | Description |
|---|---|---|
| For Date | R | Enter the timeframe the ACH was keyed into HRMS. |
| For Seqnr | R | The default for the field is **001.** If there are more than one sequence numbers for the date then they will appear in the matchcode. |

**5.** Click [icon] (Execute) to execute the report.

## Logged Changes in Infotype Data



[info icon] Depending of the type of transaction that comes to ISD from the employee's Bank the following actions may occur:

- Any Return Transaction will automatically reset the employee's Bank Details (0009) back to a Warrant for records dated in the past.

State of Washington HRMS

| File name: | Version: SME Approved Script | SAP Parent |
|---|---|---|
| CORRECTIONS_AND_RETURNS_ ZHR_RPTPY151.DOC | Last Modified: 12/21/2007 1:37:00 PM | Page 4 / 5 |
| **Reference Number:** | | |

Do **not** reenter an account number that has been rejected in the prenote process.

**Repeated Account Returns**:
If an agency does not correct the wrong account information on Infotype 0009 (Bank Details), the institution used by the State of Washington to process EFT's, (The Automated Clearing House (ACH)) has the ability to penalize the state $10,000 for repeated account returns. Any charge from the ACH for incorrect account information will be passed on to the agency.

• Bank Details (0009) records that have an effective date on or after the date of the Return will not process. Messages indicated FAILED will show and the user must determine if any action is required.

- • Any correction Transactions with codes C01-C07 will automatically update the employee's Bank Details (0009) with the new information.

- • Any Corrections with codes C08 and higher will only be reported, and the user must determine the appropriate course of action.

**6.** You have completed this transaction.

## Result

You have generated the Corrections and Returns for Agency report.

State of Washington HRMS

**File name:** | **Version:** SME Approved Script | SAP Parent
CORRECTIONS_AND_RETURNS_ | **Last Modified:** 12/21/2007 1:37:00 PM | Page 5 / 5
ZHR_RPTPY151.DOC
**Reference Number:**